JOBS DESCRIPTION
The Suddath Companies is a multifaceted group of companies that specialize in worldwide corporate employee relocations, household moving, warehouse and logistics management and specialized transportation services.

We are seeking part-time installers for our San Jose location.

Why work at Suddath?
You’ll be an important part of the team doing a job with lots lots of variety. Use your customer service skills while you work with a supportive group of people.

What you can expect

• Work in different environments

• Meet people from all walks of life and career paths

• Gain knowledge of our industry and opportunities to develop leadership skills

• Learn move management and warehouse management software

• Receive training on job skills and software applications

Here’s more about the job:

The Installer disassembles, assembles, installs, service, configures and programs complex furniture and fixture systems involving multiple special devices. The Installer may be called on to provide remote technical support to core commercial installer, participate in relocation and move of the furniture, and equipment, and they may manage installation teams on larger projects.

Duties and Responsibilities:
Installation:

• Read and interpret floor layout plans and blueprints
• Assemble and disassemble furniture and fixtures according to specified plans
• Mount and dismount furniture, fixtures, and equipment in facilities
• Follow proper schematic wiring diagrams and hook-up procedures.
• Tests operation of systems to properly establish service.
• Read building, electrical and sprinkler blueprints as required.
• Coordinate installations with police/fire departments and handle necessary records for notification of emergency calls.

Relocation/Moving:
• Assist with facility protection processes
• Pack items into cartons as defined in the scope of services
• Protectively pad and wraps item for loading in vehicles and containers
• Carry or dolly items within facilities as required on O & I moves
• Carry or dolly items to and from vehicles and containers as directed by the Installation Supervisor
• Assist with stacking and unstacking items in vehicles and containers as directed by the Installation Supervisor
• Unpack items from cartons and place items as defined in the scope of services
• Assist the Installation Supervisor with other functions as needed
• May manage installation teams on larger projects
• Perform all duties, including driving, according to establish Suddath safety policies and procedures

3 TO 5 KEY SKILL SETS REQUIRED
Requirements
• Able to read and interpret building layout plans, blueprints and schematic drawings; and furniture, fixture, and equipment diagrams
• Able to read and interpret manufacturers’ assembly instructions
• Trained in the proper use of tools and equipment used in installation work
• Certified through manufacturer training
• Holds a valid Driver’s license
Qualifications:
• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
• High school or G.E.D. degree; five to seven years related experience and/or training in office moving and furniture planning; or equivalent combination of education and experience.

Language Ability:
• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:
• Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:
• Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:
• To perform this job successfully, an individual should have knowledge of Microsoft Office suite, ability to learn and effectively use move management software, timekeeping and other software applications used in the daily performance of job duties.

Certificates and Licenses:
• No certifications needed

Supervisory Responsibilities:
• This job has no supervisory responsibilities.

Work Environment:
• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The noise level in the work environment is usually moderate.

Physical Demands:
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The employee must occasionally lift and/or move up to 50 pounds unassisted. Specific vision abilities required by this job include Close vision and Ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must be able to carry and climb a ladder.

Compensation and benefits:
• Flexible schedules may be available - shift work, weekend schedules.
• Overtime available.
• Competitive compensation depending on experience and qualifications: $20 to $26 per hour
• 401(k) retirement savings plan with company match.